



GRANTS AND CONTRACTS COMMITTEE

Monday, October 23, 2017

9:00 A.M. – 10:30 A.M.

3839 North 3rd Street, Suite 306, Phoenix, Arizona 85012

DRAFT MINUTES

The Grants and Contracts Standing Committee meeting of the Arizona Developmental Disabilities Planning Council (ADDPC) was convened Monday, October 23, 2017 at the ADDPC Office, 3839 North 3rd Street, Suite 306, Phoenix, Arizona 85012. Notice having been duly given. Present and absent were the following members of the ADDPC.

Members Present	
Matthew Isiogu, Chairperson, Telephone	Lori Masseur, Telephone
Jamie Edgin, Telephone	Tom Uno, Telephone
Monica Cooper, Telephone	John Black, In Person

Members Absent
David Copins

Staff	Guests
Erica McFadden, Executive Director	Darius Coles, ASU Graduate Student
Lani St. Cyr, Staff	Laura Schweers, UA, Sonoran UCEDD
Marcella Crane, Staff	

A. Call to Order/Welcome

Chairperson Matthew Isiogu welcomed everyone to the Arizona Developmental Disabilities Planning Council (ADDPC or Council) Grants and Contracts Committee meeting. The meeting was called to order at 9:02 A.M. Roll call and participant introductions were completed.

B. Minutes from June 30, 2017

Chairperson Matthew Isiogu asked members to review the minutes and asked for a motion to accept the minutes. Motion was made by Monica Cooper; seconded by Tom Uno. The motion carried.

C. Timeline

Lani St. Cyr gave an overview of the four timelines created to outline the projects and requirements of the Council. The Current Contract Timeline shows the contract period for all existing contracts, as well as identifies when narrative and fiscal reports are due. It also shows when renewal requests should be submitted by grantees. The next timeline was an alternative format of the Current Contract Timeline. The third timeline reflected the Federal Requirements of the Council including when federal reports are due, when grant awards are received, and when funds must be fully obligated and liquidated. The final timeline reviewed the ideal timeframe for when competitive solicitations should be awarded as well as the various steps involved with creating, evaluating, approving and establishing the final contract and award.

This led to further discussion regarding implementing an RFI (Request for Information) process, which would allow the Council to get proposals from the community that fall within the goals and objectives that have been identified within the 5-Year State Plan and the Annual Work Plans. It was determined that the RFI process will be offered one time during the fall and will feed into the Council's Work Plan, as it will address a particular Goal. The other details of who reviews, which RFI's receive priority or template will still need to be finalized. Committee members are asked to submit their ideas to staff, and a draft policy will be discussed at the next Grants Committee meeting. Tom Uno wanted to ensure the RFI timeframe worked with the staff's workload. There was also discussion about projects that may be submitted that fall outside the current goals and objectives and it was explained that that it would be possible to make changes to the current Council goal areas, but there would need to be a public input period.

D. Grants Work Plan

Lani St. Cyr explained that the documents supplied for the Grants Work Plan were a condensed version of the larger 2018 Work Plan that has already been presented to the Council. There was a one page summary document that split up the goal areas and the projects that have been proposed for each. The amounts listed for projects are recommendations and subject to change. Some of the projects will need further discussion before being prepared for contracts. Projects needing future funding were identified in the summary document, in addition to the total amount of funding available. Approximately \$320,000 is unallocated for projects, and the thought is the RFI process will help to identify projects to fund.

E. Current Status

Lani St. Cyr reviewed the Financial Update and explained that FFY15 funds were fully liquidated and FFY16 funds were fully obligated by the September 30, 2017 deadline. She also pointed out approximately \$822,000 of FFY17 funds will need to be obligated by September 30, 2018. The Council has not received any funding for FFY18 yet, but should anticipate receiving the first award during the second half of October in the amount of around \$270,000 or around 20% of the total anticipated award. This award amount is the only confirmed funding the Council has for FFY18, as the Continuing Resolution the Council is

funded under expires December 8, 2017 and there has been no further communication on the federal level regarding further funding.

Lani then reviewed the current Council funded projects, highlighting the contracts that have been granted no cost extensions. It was also mentioned that there were no current concerns with contract compliance and the only invoice that appears delayed is the NAU/IHD PBIS project, but that is only because they invoice on a quarterly basis rather than monthly. There were no comments or questions regarding the current status.

F. Grant/Contract Processes

Contract Extension and Cost/No-Costs Extensions – Marcella Crane discussed the draft policy regarding the Council's policy for grantee's that request a No Cost Extension. The policy clarifies that grantees shall notify Council staff a minimum of 90 days before the contract ends to facilitate discussion and approval by the Grants, Executive and full Council. No Costs extension. Also, a request for a No-Cost Extension shall not exceed an additional 9 months to afford the grantee the necessary time to complete ongoing tasks and expend award dollars. A motion to approve the Contract Extension Policy was made by Monica Cooper, seconded by Jamie Edgin. The motion carried

Unsolicited Proposals – Marcella Crane discussed the draft policy regarding organizations that submit Unsolicited Proposals to Council staff or Council members. The policy is rooted in the State Procurement Code, however the Council recognizes there may be a need to be flexible and allow for one time approval of an unsolicited proposal under certain circumstances. Committee members discussed the criteria and staff will revised the draft for a formal discussion and vote at the next Grants meeting.

DD Network – Erica McFadden discussed the current partnerships with the DD Network, stating that collaboration can be either through direct funding or partnering on projects that don't necessarily require funding. Erica stated under the DD Act, we're required to collaborate and wants to ensure that the partners involved have the equal opportunity to apply for competitive funding or through a Request for Information. Both Tom and Jamie stated they appreciation and continued support of collaborative projects.

RFI (Request for Information) – See Agenda Item C Timeline for this discussion.

G. Sonoran UCEDD Website Proposal

The Employment First Committee, a committee the Council is participating in, has submitted a proposal to the Council to fund. The proposal is from the UA Sonoran UCEDD, to fund the development and maintenance of the Arizona Employment First website. The purpose of the website is to provide access to inclusive employment related opportunities, facilitate community connections, and encourage and increase inclusion of individuals in the workplace through a centralized platform for comprehensive access to employment related information. The projected costs for Year 1 is \$25,539 and Year 2 is \$12,761. Laura Schweers, with UA Sonoran UCEDD answered questions on the proposal and will resubmit a revised budget narrative and signed budget summary form. It was also noted that the

Council's Executive and full Council will have the opportunity to discuss and vote on the proposal, therefore no work shall commence until an executed ISA agreement is formalized. A motion to approve the Sonoran UCEDD Employment First Website Proposal was made by Tom Uno, seconded by Monica Cooper. Jamie Edgin abstained. The motion carried.

H. ASU Participatory Budgeting Process & Scope of Work

The Council's current contract with ASU Morrison Institute stipulates the Participatory Budgeting process to focus on an unserved/underserved community. Council staff has set aside \$40,000 and based on current research data, Cochise County was identified. Council staff met with members of the community recently to brain storm on possible funding ideas and they were excited to partner with the ADDPC. The Participatory Budgeting process is two-fold: The Council staff will release a competitive RFGA that focuses on Projects that promote Inclusion; various organizations in Cochise County submit in applications to the ADDPC; our office coordinates the evaluation process to recommend the top three applicants to the community members that will ultimately chose one for funding. ASU MI role will be to coordinate and oversee the community members that are chosen to be on the citizen panel. Official award notice will be from the ADPPC with regular terms and conditions, contract monitoring, and regular submission of fiscal and narrative reports. ASU MI's contract ends on 2/28/18, thus the scope of work and other details of the solicitation will need to be quickly finalized. A motion to approve the \$40,000 to be released in the competitive solicitation was made by Tom Uno, seconded by Monica Cooper. The motion carried.

I. Sonoran UCEDD Caregiver Roadmap Contract Extension

The UA Sonoran UCEDD's Caregiver Roadmap contract recently submitted a 6 month no cost extension to finalize ongoing tasks. If approved, the contract will be extended to June 30, 2018. A motion to approve the no cost extension for the Sonoran UCEDD was made by Tom Uno, seconded by Monica Cooper. Jamie Edgin abstained. The motion carried.

J. Next Meeting & Agenda Items

Items for the next agenda include a review of the budget sample Chairperson Matt Isiogu created, review of the draft Request for Information template and policy, and revised language for the Unsolicited Proposal policy. ADDPC staff will contact committee members to determine next meeting date.

K. Adjourn

Matthew Isiogu, Chairperson called for a motion to adjourn the meeting at 10:40 A.M. A motion was made by Monica Cooper to adjourn; motion seconded by Jamie Edgin.